

## DISTRICT TEST SECURITY PROCEDURE TEMPLATE

## District Test Security Procedures for [*district*] for school year [*add current school year*]

*This template may be modified or adjusted as needed, including separating procedures by school, test, adding rows or columns as needed, and/or replacing the MDE logo with your logo. However, all requirements specified in the* District Test Security Procedure Requirements *in the current year’s version of the* Procedures Manual*must be included.**If other district policies and procedures are referenced, they should be included with this procedure*. *Roles (for example, DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks.*

*The* District Test Security Procedure Requirements *includes references to* Procedures Manual *chapters for more information on the procedures included here.*

### Assessment Staff

The following staff member(s) is the District Assessment Coordinator for the school district for the current testing year:

| Megan Nafe  Christina Burrnett |
| --- |

(List all contacts designated as District Assessment Coordinators, if applicable.)

The following staff members are the School Assessment Coordinators for each school for the current testing year:

| **School Assessment Coordinator(s)** | **School(s)** |
| --- | --- |
| Megan Nafe  Christina Burnett | Woodbury Leadership Academy |

(If no School Assessment Coordinators are assigned, indicate that or note other contacts in each school that may assist with testing.)

### District Monitoring of Test Administration

The plan for monitoring testing within the district by the District Assessment Coordinator (or other designated staff) is as follows:

| The District Assessment Coordinator and other school administrators of the school will be present in the building of the test sessions. They will ensure test monitors and the testing environment is meeting all expectations as outlined in training. Additionally, the District Assessment Coordinator will provide verbal feedback to test monitors, as needed. Administrators will report any violation of test security to the District Assessment Coordinator immediately. |
| --- |

(Include how visits are determined and how information will be collected and shared following the visit.)

The following staff members will monitor test administrations in the district and provide information following the monitoring:

| Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director), Ben Broderick (Principal), Nick Rice (Principal), and Jessica Erickson (Dean of Students), [Christina Burnett](mailto:cburnett@wlamn.org) (DAC ELL |
| --- |

### Testing Calendar

The following staff members are responsible for determining the annual district testing calendar and updating all required information:

| Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director) |
| --- |

The following staff members ensure that the testing calendar is posted to the district website:

| Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director) |  |
| --- | --- |

The following staff members are responsible for verifying and updating test administration dates on the website:

| Megan Nafe (District Assessment Coordinator), Kathy Mortensen (School Executive Director) |  |
| --- | --- |

### Training and Communication

The following staff members will ensure annual completion of required trainings by staff via the following method(s):

| **Staff Member** | **Method(s) for Verifying Training Completed** |
| --- | --- |
| 1. Megan Nafe (MCA Testing) 2. Christina Burnett (Access Testing) | Pearson Access Next LMS & All Staff training with paper sign in (MCA)  Pearson Access Next LMS & WIDA Training Site (Access Testing)  \*Print completed training reports from training systems |

(This may include using reports in service provider systems or tracking trainings provided in the district or schools. Separate information by test and/or role as needed.)

The following staff member roles are required to complete the following additional trainings, as required by the district:

| **Role** | **Additional Trainings** |
| --- | --- |
| 1. District Assessment Coordinators, Test Monitors and Administrators (MCAs) 2. Special education teachers 3. District Assessment Coordinators, Test Monitors (ACCESS) 4. DACs 5. All Staff in building with keys | 1. MCA “Test Monitor” learning path, Accommodation module training, school procedures training provided by the District Assessment Coordinator (MCAs) 2. New MTAS Test Administrator learning path (If student on case load is taking MTAS) 3. Kindergarten ACCESS For ELLs, Online ACCESS for ELLs, Paper ACCESS for ELLs, Alternate ACCESS, ACCESS Test Administrator, Test Security 4. MDE DAC test Administration Training 5. Test Security Training (LMS or paper) |

(Document trainings required by role, like Test Monitor or staff assisting with test materials.)

District policies and procedures will be provided in the following method(s) listed. The following staff members are responsible for providing this information or training to staff prior to testing:

| **Method(s) for Providing District Policies and Procedures** | **Staff Member** |
| --- | --- |
| Whole staff training at staff meeting (MCA)  Small team meeting (ACCESS) | Megan Nafe  Christina Burnett |

The following staff members will provide information on the MDE test security tip line and MDE contact information for reporting test security concerns to all staff via the method(s) indicated:

| **Staff Member** | **Method(s) for Providing Information** |
| --- | --- |
| Megan Nafe | Information provided in staff training and in MCA material testing folder |

### District Policies and Procedures for Testing – Preparation

The following student resources will be used to prepare students for testing:

| **Student Resources** | **Grade** |
| --- | --- |
| Item Samplers created by school  Minnesota Questions Tools  Student Readiness Tools (Online & paper) | Grades 3-8 in reading and math; Grades 5 & 8 in science |

(Expand as needed to address differences by grade, subject, and student.)

The following staff members will ensure that students are reminded of the importance of keeping test content secure and acting with honesty and integrity via the method(s) listed.

| **Staff Member** | **Method(s) for Communicating** |
| --- | --- |
| **Admin Level:** Megan Nafe (DAC), Christina Burnett (DAC), Kathy Mortensen (Executive Director), Jessica Erickson (Dean of Students) & Ben Broderick (Vice Principal)  **Teacher Level:**  Fran Weess, Allison Pint, Katie Paschke, Erin Fallert, Kassidy Hauschild, Maddie Knutson, Radhika Sharma, Steffani Jones, Samantha Barr, Kelly Cappelen, Colleen Lautenbach, Sydney Streeter, Katie Slaggie, Lindsey Adams,Chi Chi Richards-Okorie, Maggie Vietor, Autumn Handahl, Kalleigh Mayson, Laura Geary, Ellen Hink, Taylor Smith, Alex Iwasko, Ashlee Korner, Cassandra Christianson, Mallory Kaster, Pam, Julie Ohs, Christina Burnett, Ben Martinson & Morgan Seegert | Verbally before testing  Written in handbook |

(Communication methods can include student handbooks, district and school websites, newsletters, etc.)

The district’s processes for documenting reasons why students may not be participating in testing and how this information will be communicated to applicable school staff are as follows:

| **Process for Documentation** | **Method(s) for Communicating** |
| --- | --- |
| 1. Parent/Guardian refusals forms will be turned into MCA DAC or ACCESS DAC for them to keep on file 2. Medical Excuses will turned into MCA DAC or ACCESS DAC for them to keep on file 3. Student Refusal | 1. DAC will communicate with classroom teacher/test monitors that students has been opted out of testing 2. DAC will communicate with classroom teacher/test monitors that students has been opted out of testing 3. Testing Monitor will communicate refusal to DAC for them to document in testing system. Classroom teacher will contact home after testing in their room has been completed to inform parents of student refusal. |

(The reasons why students may not be participating include parent/guardian refusals and medical excuses.)

The district’s process for ensuring that students take the correct assessment and receive the universal supports and/or accommodations required is explained below:

| DAC will check student test assignments when they create testing groups in Pearson Access Next (MCA), or plan for testing groups in ACCESS testing system (ACCESS/WIDA Alternate ACCESS). Special education teachers, ELL teachers, and the 504 coordinator will complete a spreadsheet prior to testing windows that indicates testing accommodations and universal students should receive. DAC will use this spreadsheet to create testing groups in relation supports and accommodations students need, and assign accommodations that require codes in the testing system (MCA/MTAS, ACCESS/WIDA Alternate ACCESS.) Test monitors will be notified of any universal supports/accommodations student in their session need verbally (MCA, MTAS, ACCESS, Alternate ACCESS), and through written communication in their testing material folder (MCA, MTAS). |
| --- |

(Include how information on which test – MCA or MTAS; ACCESS or WIDA Alternate ACCESS – and universal supports and accommodations is communicated with the applicable school staff.)

The district’s plan for ensuring student to Test Administrator/Test Monitor ratio requirements is explained below:

| * Access Testing Ratios:   + ACCESS Writing 15 or less students per Test Administrator   + Speaking 5 or less students per Test Administrator   + Kindergarten ACCESS 1:1 ratio   + Alternate ACCESS 1:1 Ratio * MCA Testing Ratios:   + General Testing environment 30 or less students per Test Administrator   + Small group setting 13 or less students per test administrator   + 1:1 if indicated in IEP   + MTAS 1:1 |
| --- |

(Include how specific requirements for ACCESS Writing (15 students per Test Administrator) and Speaking (five students per Test Administrator), as well as ensuring other requirements (30 students per Test Monitor/Test Administrator) for all other tests will be planned for.)

The district’s procedure for preparing testing rooms is explained below:

| * Adequate lighting, comfortable temperature & quiet * Only district-owned devices; Headphones can be student owned NO BLUETOOTH * Enough space for their testing device and related materials (scratch paper, pencil, water bottle, computer or test booklet, testing ticket) * Students will have a least 2 feet between them and another tester * Limit bell system and announcements * Only people involved in taking/administering the test are allowed in the room * The doors of each testing room are to be closed during test administration. Post signs on the door which state “Testing – Do Not Disturb” * Cover or remove all academic or instructional posters and graphics in testing session and on student desk/table, even if not related to math, reading and science (even if you’re not taking science) * A trained staff member (licensed teacher/admin) must always be present during testing. Otherwise, it would be considered a security violation * Security cameras will remain up and running in hallways * Test monitors will review student rosters prior to the start of testing to ensure all students are accounted for and testing ratios match school plan. |
| --- |

(Include information on student seating/spacing to maintain test security and removing or covering materials on walls and student desks.)

The district’s procedures for ensuring test security is maintained in testing rooms that have security cameras, and the staff verifying these procedures, are as follows:

| **Procedure** | **Staff Member** |
| --- | --- |
| No testing rooms include security cameras  If a testing area is visible by security camera, camera will be moved by DAC to ensure no test information is visible | Megan Nafe (DAC)  Christina Burnett (DAC) |

(Include information relevant to the features of the security cameras present, including the ability to control remotely and ensuring no test content is visible on the video feed. If the best practices in the Procedures Manual cannot be followed, describe the steps that will be taken to mitigate the risk of a security violation).

Materials allowed for testing will be gathered by the staff members listed below and will be distributed on the day of testing as follows:

| **Materials** | **Staff Members** | **Collection and Distribution Plan** |
| --- | --- | --- |
| Test tickets, scratch paper, formula sheets, headphones, TAR reports, sign in/out sheets, testing rosters any nonacademic reading material for after the test and pencils | District Assessment Coordinator will provide test tickets and any accommodating materials outlined in a student’s IEP or 504.  Test monitors will provide formula sheets, scratch paper and all general supports, such as fidgets, weighted pads, etc.  Students will provide their own headphone, pencil and nonacademic reading material for after the test. | District Assessment Coordinator will distribute student testing tickets, copies of blank TAR reports and sign in/out reports, and testing session rosters.  Test monitors will distribute and collect, testing tickets, formula sheets, scratch paper and any accommodating materials, such as a multiplication or hundreds chart.  The test monitor will then provide the District Assessment Coordinator with those materials. The DAC will destroy all testing tickets and scratch paper immediately by shredding them. Testing rosters, sign in/out sheets and TARs reports will be kept in a secure location for two (2) school years.  Before and after testing materials will be stored in DAC’s locked office. During testing test monitors will keep materials in their room locked if not within eyesight. |

(Note if materials will be supplied by the school or students.)

The district’s plan for ensuring students get to the correct locations on test day is explained below. The staff members listed will assist with helping students get to the right locations:

| **Plan** | **Staff Member** |
| --- | --- |
| All students will test with their homeroom teacher, who will verify students on their student roster. Special education staff will assist their students, as necessary. ELL Teachers will assist their students, as necessary. Our intervention team will assist students with 504s, as necessary. | Test monitors and special education staff, including paraprofessionals |

The following method will be used to track which students test with which Test Monitor or Test Administrator, including tracking which other trained staff will be present in the room:

| Test monitors will take attendance using test session rosters provided by DAC. Test monitors will note any adults that enter or exit their room during on a provided sign in/out sheet. |
| --- |

The procedure for ensuring students do not use or access cell phones or other prohibited devices, including wearable technology, is listed below; actions that will be taken if the procedure is not followed are also listed:

| Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed. Test monitors must remind students that all non-testing devices be placed in backpack/locker located outside of testing room prior to testing session. If a device is found, the school will follow their personal technology policy and report violation of test security to the District Assessment Coordinator. This information will be clearly stated in training to test monitors.  From MDE:  If a student receives a notification (e.g., ringtone, vibration) on a device kept in a backpack or pocket, the district procedure may be that the student will hand it directly to the Test Monitor and/or silence it without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or device or silences it without looking at it; however, if there is any question that the student accessed the phone or other device, the test must be invalidated. |
| --- |

### District Policies and Procedures for Testing – Test Administration

The following procedure will be used for student breaks for all students during testing, including how test content will be secured during these breaks:

| **Procedure for Student Breaks** | **Plan for Securing Test Content** |
| --- | --- |
| Test monitors may determine if bathroom breaks or stretch breaks will be taken as a class or if students are sent one at a time. Supervision is required at all times. | For all breaks, test content must be covered or turned off. |

The district’s procedure for breaks for use of the restroom or other interruptions during testing is as follows:

| 1. As a class, use the restroom prior to test session. 2. During testing, a student will raise their hand and share with test monitor the need of using restroom. Only one student can be released at a time. Student must be supervised. The test monitor will never leave the testing environment. 3. Test monitor will cover the student’s test |
| --- |

The following staff members will monitor students if they leave the testing room (for example, in the hallway):

| Para professionals trained in test security assigned to testing area hallway and/ or an administrator in that testing area |
| --- |

The staff members listed will answer questions or provide assistance during test administration. Test Monitors and Test Administrators will use the following method to contact others for assistance:

| **Staff Member to Contact** | **Communication Method** |
| --- | --- |
| |  | | --- | | District Assessment Coordinator | | Pearson Access Next Help Desk | | School Front Office | | |  | | --- | | Phone: 651.571.2100  Email: [mnafe@wlamn.org](mailto:mnafe@wlamn.org) | | Phone: 888.817.8659 | | School Phone: 651.571.2100 ext. 500 | |

The procedure for an unexpected situation arising with students during testing (for example, illness, behavioral issues, early dismissal) is detailed below; Test Monitors and Test Administrators should contact the staff members listed for assistance or in case of emergency:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| For behavioral issues, the test monitor will immediately end student test and remove student from testing environment. Follow normal school procedures for reporting behavior. Additionally, the test monitor will need to report this on the *Test Administration Report*. Again, test monitor should never leave the testing environment. The district assessment coordinator will investigate and contact the Minnesota Department of Education.  For illness and other minor issues, the test monitor will contact the District Assessment Coordinator | District Assessment Coordinator  Phone/Text: 651.571.2100  Email: [mnafe@wlamn.org](mailto:mnafe@wlamn.org)  Main Office  Phone: 651.571.2100 ext. 500 |

The procedure for an entire group of students unexpectedly leaving during test administration (for example, emergency situation, fire drill) is detailed below:

| Safety comes first! If possible, close testing devices or turn off monitors. Depending on emergency, immediately lock and leave the room or lock and stay in the room. |
| --- |

If the Test Monitor or Test Administrator becomes ill or needs to leave during testing, the procedure for ensuring students continue to be monitored is as follows:

| Contact the District Assessment Coordinator or inform the administrator in the testing environment. The test monitor should never leave the testing environment unattended. |
| --- |

If students complete testing early, the procedure is outlined below; if students will remain in the testing room, the following activities are allowed:

| **Procedure** | **Allowable Activities (if applicable)** |
| --- | --- |
| Students will remain in the testing environment. IEP and 504 students will follow their plan. However, if the student is finishing a test during make-up days, students may go back to their normal daily schedule upon completing their test. | If a student finishes a test, they must remain in their seat and read or sit quietly. Reading material must not be academic. |

If students need extra time to test, the procedure below will be followed:

| Students may have as much time as they need to finish testing. If a student needs more time to finish than the regular schedule time, contact DAC to schedule make-up testing. |
| --- |

If students finish testing on a previous day, the procedure below will be followed to ensure only students who are testing are present in testing rooms:

| Student will remain in “Green room” until their classroom’s testing is complete. |
| --- |

If a student reports an error or technical issue with a test item, the procedure for documenting the issue is outlined below, and issues will be reported to the staff members listed here:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| Document the problem  Note: the grade, subject/domain, item number, section number (science only), student MARRS number, and if test is online information on how the test was accessed (Device type & Serial number). | Contact District Assessment Coordinator after testing session |

Staff report misadministrations and security violations to the staff members listed below, using the process outlined:

| **Procedure** | **Staff Member to Contact** |
| --- | --- |
| Any misadministration or security breaches need to be reported to the District Assessment Coordinator. Additionally, test monitor will need to report this on the *Test Administration Report.* The District Assessment Coordinator will work with the Executive Director and contact MDE to resolve the issue(s). | District Assessment Coordinator |

(If not reported directly to the District Assessment Coordinator, also include how the information will be communicated to him/her.)

### District Policies and Procedures for Testing – After Testing

The following is the district’s policy for discussing the test administration experience with students after test administration:

| The testing environment and overall experience may be discussed following testing. Test content should never be discussed during or following test administration. |
| --- |

(Indicate what may or may not be discussed with students following testing.)

The staff members listed below are responsible for entering student responses from MCA paper test materials:

| Test Monitors/Administrator will be responsible for data entry by the end of the day the test was completed on. |
| --- |

(As needed, include any procedures or timelines for data entry that have been established.)

The staff members listed below are responsible for entering MTAS data from MTAS Data Collection Forms:

| MTAs Test administrators – Student’s case manager |
| --- |

(As needed, include any procedures or timelines for data entry that have been established.)

### District Policies and Procedures for Testing – Secure Test Materials

#### Receipt and Organization of Secure Test Materials

The following is a list of each secure, locked location at each school within the district where test materials for online and paper administrations will be kept:

| **School** | **Secure Location(s)** |
| --- | --- |
| Woodbury Leadership Academy | Locked cabinet in District Assessment Coordinator’s office. |

Listed below are staff members who have access to these locations where secure test materials are stored:

| Megan Nafe (DAC) |
| --- |

If test materials are delivered to the district, the staff members listed below will distribute secure test materials to each school following the procedure listed:

| **Staff Member** | **Procedure** |
| --- | --- |
| Megan Nafe (DAC) | Materials will be delivered to the main office at Woodbury Leadership Academy and placed in DAC’s Locked office until distribution. |

(This may not be applicable for charter schools or districts where all schools are located in one building.)

The staff members listed below will receive and store all materials in a pre-determined secure locked location:

| Megan Nafe, Christina Burnett, Jodi Webb |
| --- |

The staff members listed below will inventory materials using the security checklists. Any discrepancies will be reported immediately following the procedure listed:

| **Staff Member Inventorying Materials** | **Procedure for Discrepancies** |
| --- | --- |
| Megan Nafe (DAC) | Contact Pearson Access Next or MDE |

The staff members listed below will organize test materials for each Test Monitor and Test Administrator, following the procedures listed:

| **Staff Member Organizing Materials** | **Procedure** |
| --- | --- |
| Megan Nafe (DAC) | Will take inventory of materials and personally distribute materials to test monitors |

#### Distribution of Materials to Test Monitors or Test Administrators

The procedure for distributing test materials to the Test Monitors and Test Administrators is listed below:

| District Assessment Coordinator will personally distribute materials to test monitor/test Administrators (MCA,MTAS, ACCESS, Alternate ACCESS) |
| --- |

(Separate information by test, mode, and/or role as needed.)

Test Monitors and Test Administrators report any discrepancies in test materials received immediately to the staff members listed below:

| Megan Nafe (DAC)  Christina Burnett (DAC) |
| --- |

If students are taking the tests over multiple days, the procedure for collecting and storing test materials between test sessions is as follows:

| Test monitors/Administrators will collect testing tickets and scratch paper and securely lock them until the next test session. If students have exhausted the test sessions, the test monitor will provide all materials to the District Assessment Coordinator. (Access testing & MCAs) |
| --- |

(Separate procedures by test, mode, and/or role as needed.)

#### Return of Materials

After testing, Test Monitors and Test Administrators will return test materials and *Test Materials Assigned to Students Checklists* (or other checklists used in the district) to the staff members listed below:

| Megan Nafe (DAC) |
| --- |

When the test materials are returned to the staff members listed below, they will be inventoried and secured in the following locations, until returned to the district (if applicable) or shipped back to the service provider.

| **Staff Member** | **Secured Location** |
| --- | --- |
| Megan Nafe (DAC) | Locked Cabinet in DAC’s office |

The staff members listed below will prepare the materials for their return to the district (if applicable) or for shipment to the service provider:

| District Assessment Coordinator |
| --- |

The following staff members will securely destroy student testing tickets and any other paper materials provided to students during test at the end of test administration:

| District Assessment Coordinator |
| --- |

### District Policies and Procedures for Testing – Test Results

The district’s policy about providing preliminary test results is detailed below:

| Preliminary individual student assessment results can be shared with students, families and staff for instructional purposes. However, preliminary test results should be used with caution as the score may change. They should not be discussed in public forums (social media), public meeting minutes (board meetings) or shared with the general public or media until final assessment results have been released publicly.  If sharing results with staff, ensure that staff understand that “abiding by the embargo” means that they cannot discuss or share results with others or the general public before the public release of results |
| --- |

The following information is communicated if preliminary results are provided:

| These results are preliminary and may change.  **Data Privacy**  Only those who have a legitimate educational interest in the assessment results should have access to preliminary assessment results or embargoed final assessment and accountability results in any form, including summary results. This includes classroom teachers, school/district staff, and school board members, or other school officials. Schools should limit the number of individuals who have access to preliminary results or final embargoed assessment results, and must collect and retain data privacy and nondisclosure agreements for all school officials who have access to assessment results in any form.  **Important Reminders**  If preliminary or embargoed assessment data will be shared, it cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended determined by Minnesota Department of Education. Be sure to remind building principals and any other staff that have access to preliminary data of this policy regarding sharing preliminary or embargoed data. Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data. |
| --- |

(Indicate what information is provided about the appropriate use of preliminary results.)

Final embargoed results will be provided to the following staff members through the following methods:

| **Staff Members** | **Methods** |
| --- | --- |
| Executive Director, District Assessment Coordinator | Through MDE secure reports |

(Methods may include student information systems, data warehouses, or service provider systems.)

The following information is communicated to staff about abiding by the embargo:

| The executive director will share results with staff in small team meetings. |
| --- |

(Indicate how information about the embargo will be shared with staff who have access to, or may be part of discussions about, preliminary or final assessment results.)

Individual Student Reports (ISRs) will be provided to families as described below:

| ISR paper copies will be mailed home to families within one month of receiving them from MDE. |
| --- |

(Paper or electronic versions of the ISRs may be provided. Ensure the method for providing takes student data privacy into account.)